

Contents

Unit Title	Extension	Page
1 Imperative and present simple	Write for business: Checking your work	8
2 Present continuous	Business talk: Present continuous + <i>always</i>	12
3 Present simple and continuous	Business talk: State verbs	16
4 Present perfect simple and continuous	Write for business: Using the present perfect in the news	20
Speaking strategies 1 Discussing		24
Test 1: Units 1–4		26
5 Past simple and continuous	Business talk: Using past tenses to be polite	28
6 Present perfect and the past	Business talk: Using continuous forms to give background information	32
7 Past perfect simple and continuous	Business talk: Regrets and intentions	36
8 <i>Used to</i> and <i>would</i>	Business talk: <i>be/get used to</i>	40
Speaking strategies 2 Managing conversations		44
Test 2: Units 5–8		46
9 The future 1 (<i>be going to</i> , present continuous)	Business talk: Organising presentations and workshops 1	48
10 The future 2 (<i>will</i> , <i>shall</i> , the present tense)	Business talk: Organising presentations and workshops 2	52
11 Future continuous and future perfect	Business talk: Using the future continuous to be polite	56
12 Other ways of talking about the future	Business talk: Future time expressions	60
Speaking strategies 3 Emphasising and softening		64
Test 3: Units 9–12		66
13 Modals 1 (talking about possibility and ability, asking, offering and giving permission)	Write for business: Alternatives to modal verbs	68
14 Modals 2 (making suggestions and giving advice)	Business talk: Other ways of making informal suggestions	72
15 Modals 3 (saying what people have to do)	Business talk: Changing the force of instructions	76
16 Modals 4 (speculating and saying how certain you are)	Business talk: Responding to other people	80
Speaking strategies 4 Simple spoken grammar		84
Test 4: Units 13–16		86
17 Conditionals 1 (talking about the present and future)	Business talk: Negotiating	88
18 Conditionals 2 (talking about the hypothetical present and past)	Business talk: More hypothetical conditionals	92
19 The passive 1 (forming and using the passive)	Write for business: Using the passive in business correspondence	96
20 The passive 2 (modal verbs, two-object verbs, <i>have</i> and <i>get</i>)	Write for business: Using expressions with modal passives in reports	100
Speaking strategies 5 Making your meaning clear and avoiding misunderstandings		104
Test 5: Units 17–20		106

21	Questions	Business talk: Persuading and giving opinions with negative questions	108
22	Question tags	Business talk: Question tags for checking information	112
23	Reported speech 1 (statements and instructions)	Business talk: Talking about news	116
24	Reported speech 2 (questions)	Write for business: Making polite requests in business letters	120
Speaking strategies 6 Checking information			124
Test 6: Units 21–24			126
25	Verbs and objects	Business talk: Typical business uses of verbs and objects	128
26	<i>-ing</i> and infinitives after verbs	Write for business: Giving reasons and views	132
27	Phrasal verbs	Business talk: Phrasal verbs with <i>get</i>	136
28	Prepositions	Business talk: Describing change	140
Speaking strategies 7 Organising what you say and highlighting information			144
Test 7: Units 25–28			146
29	Adjectives	Write for business: Describing your products and services	148
30	Adverbs	Business talk: Giving your personal perspective	152
31	Comparisons 1 (comparatives, <i>as ... as</i>)	Business talk: Modifying comparisons	156
32	Comparisons 2 (superlatives, comparing with verbs)	Write for business: Using <i>most</i> in formal correspondence	160
Speaking strategies 8 Being an active listener			164
Test 8: Units 29–32			166
33	Countability and number	Write for business: Checking verbs after singular and plural nouns	168
34	Articles	Write for business: Not using <i>the</i>	172
35	Quantifiers	Write for business: Levels of formality	176
36	Possessives and reflexive pronouns	Write for business: Possessive noun phrases with <i>of</i>	180
Speaking strategies 9 Vague language 1			184
Test 9: Units 33–36			186
37	Relative clauses 1 (<i>who, whose, which, that</i>)	Business talk: Commenting on what people say	188
38	Relative clauses 2 (<i>whom, where, when, -ing, -ed</i>)	Write for business: Writing about quantity	192
39	Conjunctions and linking words 1	Write for business: Linking ideas in formal reports	196
40	Conjunctions and linking words 2	Business talk: Reasons, results and consequences	200
Speaking strategies 10 Vague language 2			204
Test 10: Units 37–40			206
Key			208
Recording script			235
Appendix 1	Spelling		246
Appendix 2	Common prefixes and suffixes		248
Appendix 3	North American English		250
Appendix 4	Formal and informal English		253
Appendix 5	Irregular verbs		256
Appendix 6	Verb patterns		258
Appendix 7	Prepositions		260
Appendix 8	Saying numbers, weights and measures		264
CD tracklist			267